

Minutes – u3a Farnham committee meeting September 16th 2024

1	Apologies: Jane, Annette, Val Observer: Sue Watson	
2	Previous Minutes - agreed	
3	Matters arising not covered elsewhere Nothing to cover	
4	<p>Events:</p> <p>a) Arrangements for AGM & Social Event, 23rd September Including Annual Review. Discussed arrangements. About 60 votes received to date. Catering considered and agreed to stick at 75 people. Philip to include Finance in his talk and include the motions. Sally to count votes. Annual review to be uploaded to website.</p> <p>b) Arrangements for New Members Reception, 7th October. 40 positive replies to date. If there are more replies than capacity then people may have to be directed to the March meeting. There may be less committee members than tables so the new group leaders to be asked to lead table discussion.</p> <p>c) Monthly / Theme meeting committee attendance. Committee members were asked to volunteer to support the events, including selling tickets for the Christmas events</p>	<p>Philip</p> <p>Andrew</p>
5	<p>Shadowing committee members One person has volunteered for each post and Shree and Cynthia have arranged to meet with them. Shree raised the question of how much access people that shadow should be given. The accounts are shared at each committee meeting and there is authorising of each payment by another committee member. It is not possible for a second person to authorise transactions via Paypal. Accounts are also included in the reports for every committee meeting so are viewed by others on a monthly basis. It was suggested that one of the Marketing team should be encouraged to shadow Steve. Shadowing to be discussed further at the next meeting</p>	<p>Shree and Cynthia</p> <p>Steve</p> <p>Sally</p>
6	<p>Daylight projector Clive has researched daylight projectors and would like to spend up to £1500 on one. This was authorised and it is hoped that it will be in place in time for the AGM.</p>	Philip to advise Clive

7	<p>Marketing proposals</p> <p>First daytrip is going ahead although the group size is 180 but less response than expected.</p> <p>Display boards are being set up. Steve shared a photo to show the quality of what is intended to be displayed. It was felt that we should seek permission from people to be included and this will go into eNews.</p> <p>Flyers that were used to promote u3a at carnival could be adjusted and reprinted to cover the next 2 years. The wording will be checked to include more scholarly topics.</p> <p>Steve suggested that the website could do with an overhaul and would like to get a small group together to make suggestions as to how to improve the website.</p> <p>It was suggested that the content and ownership of pages should be considered by the group along with how pages link together as there can be duplication and broken links.</p> <p>Sue explained that a number of local u3as have their website hosted by Siteworks e.g. Alton and Odiham. Hosting cost is £50 per year and Siteworks is run by volunteers. It was suggested that it would be helpful to know how long it would take and what would be involved in moving to Siteworks.</p> <p>Steve commented that Siteworks have made him aware that the Bicester website is the one that they have done most recently.</p> <p>He has asked that a subcommittee be set up to look at this further consisting of a rep from the web team, Philip, Sally and himself.</p> <p>It was requested that a project brief be created, and Philip volunteered to help Steve with this.</p> <p>The Advisory panel could be a good forum to discuss whether improvements have been made.</p>	<p>Philip</p> <p>Philip</p> <p>Sue/Annette</p> <p>Steve to progress</p>
8	<p>Card machine – to be brought along and committee members shown how to use it</p> <p>This will be carried over to the next meeting</p>	Sally
9	<p>AOB</p> <p>Email issues are being experienced by a number of committee members. Beacon seems to work outbound.</p> <p>Steve is getting emails into both his inbox and junk. Sally is not getting emails into any of her @u3a emails.</p> <p>Shree has had a problem that Keith has managed to fix but uses Stackmail directly.</p>	

<p>Annette to be asked to explain how the system works at our next meeting and to work with Keith on an urgent solution to the issues.</p> <p>Cynthia made us aware that people renewing their membership without going through Beacon don't have a confirmation of their payment or a membership card.</p> <p>Clarification was requested for who to ask about venues enquiries. This is Val for Maltings venues, although Steve is getting Venues emails. This needs updating. The calendar needs updating and events need to be included where appropriate.</p> <p>U3a notice board in the Maltings to be updated, including the removal of the Perspex pockets at the bottom. Whilst the programme displayed on it is useful the font may be too small, however making the font larger will increase the number of pages it's printed on. It was asked that the layout be reconsidered.</p> <p>Trustee report to be created for Charity Commission</p>	<p>Annette</p> <p>Val/Steve Sally</p> <p>Sally / Judith Brooks</p> <p>Sally</p> <p>Sally / Shree</p>
--	--


21/10/24